



CARTER PROCESS CONTROL GMBH

## **Sales/Project Engineer**

Job Title: Sales/Project Engineer      Company Job Code: MDSC0309  
Reports to: Managing Director  
Salary Grade/Band: Negotiable      Last Revision Date: March 2010

### **SUMMARY**

Provide written quotations to customers ensuring technically competent and correct solutions are offered and priced in line with the company's margin criteria. Managing the enquiry to order placement and through to end delivery by project managing the whole process.

### **PRIMARY RESPONSIBILITIES**

1. Respond to customers in a prompt and professional manner.
2. Evaluate and prepare quotations based on customers requirements.
3. Work with the outside sales force to plan and deliver the correct solution.
4. Maintain and update the company database for sales enquiries/quotations.
5. Manage the order through defining and monitoring the project scope, goals, and deliverables throughout the project.
6. Coordination with the factory to ensure correct and on time shipments are kept on track.
7. Maintain constant communication with the customers throughout the life of the project.
8. Record and present the final project costs and margins.
9. Create and identify improvement processes for better project management.
10. Other duties as assigned.

### **ADDITIONAL RESPONSIBILITIES**

1. Occasional travel to other company locations or customer premises to support the Managing Director.
2. Being available to entertain and support company visitors to the office and/or factory.



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## **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Good knowledge of written and spoken English. Essential as the Managing Director is English and the company business language is English.
2. Basic reading, writing, and arithmetic skills required.
3. Knowledge of Microsoft Office and general computer skills. Duties require professional verbal and written communication skills.
4. Knowledge of an engineering discipline (graduate Engineer preferred but not essential)
5. Knowledge of control valves and applications desirable

## **WORKING CONDITIONS**

Working conditions are normal for an office environment and based at the company headquarters at Campus 21, Brunn am Gebirge.

NOTE: This is a developing role and would suit a young dynamic individual that has ambitions to grow within a fast moving energetic company.

To apply for this position please send a CV to [office@carterprocess.com](mailto:office@carterprocess.com) and in the subject field please input Sales/Project Engineer.

Postal applications should be sent to:

**Carter Process Control GmbH**  
**Europaring F15**  
**A-2345**  
**Brunn am Gebirge**

**FAO: Human Resources**